

February 3, 2009

RE: Request for Qualifications (RFQ) – Actuary Consulting Services

The Missouri Highways and Transportation Commission (MHTC) is soliciting a Statement of Qualifications from professional firms or individuals with experience in pension benefit design consulting. A Statement of Qualifications provides information about a company, its experience, past performance, and specific capabilities.

The Missouri Department of Transportation (MoDOT) and the Missouri State Highway Patrol are the employers of employees covered by the Missouri Department of Transportation and Highway Patrol Employees' Retirement System (MPERS). As of June 30, 2008, MPERS total net assets were \$1.7 billion and the plan's funded ratio was 59.08 percent. MPERS' comprehensive annual financial report for the year ended June 30, 2008, which contains a summary of the plan's actuarial methods and assumptions can be found at the MPERS website, [www.mpers.org](http://www.mpers.org).

The MHTC wishes to engage a consulting actuary to conduct an interactive review with the MHTC of potential impacts to costs and benefits of possible changes to plan benefits. Changes could include, but are not limited to, changes in COLA, the retirement eligibility age, employee contributions, etc.

Upon firm selection, we anticipate an aggressive and short-term schedule to complete this review.

MoDOT reserves the right to reject any and all submittals. This request does not obligate the MHTC to pay any costs incurred by respondents in the preparation and submission of qualification statements.

**RESPONSE CRITERIA**

The Qualification Statements are to be informative and contain required information to be considered, however, they should be as concise as possible. Qualification Statements must include:

- Your organization:
  - Letter of intent to submit qualifications signed by an authorized party of your firm.
  - Contact/Firm name, address and telephone number.
  - General firm information including but not limited to age of the firm and benefit design consulting services history.
  - Describe how your firm's work is distinguished from that of your competitors.

- Consulting Team:
  - Name and resume of person(s) responsible for performing the work described in this RFQ. The inclusion of detailed educational qualifications and previous work assignments is essential.
- Recent Experience:
  - List current clients, including state government clients if applicable.
  - Provide a minimum of three references for similar services provided. This shall include the firm name, a brief description of the services provided, name of a contact person familiar with the services provided, their telephone number and email address.
- Proposed fee schedule: MoDOT anticipates this work will be completed through an interactive session(s). Session(s) will be held in Jefferson City, Missouri. Provide hourly rates and any other fees anticipated for the completion of this review. This may include but is not limited to hourly rates of personnel, fixed charges, typical all-inclusive fees, or other methods your firm uses which will enable the department to estimate the range of costs that could be expected.

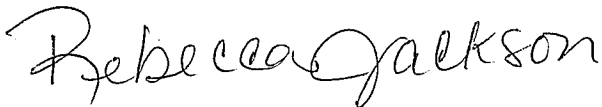
#### **SUBMITTAL REQUIREMENTS**

Qualification Statements must be received no later than February 19, 2009, at 2:00 PM local time. For assistance or questions please contact Rebecca Jackson, Procurement Manager at 573-526-7930.

Responses to this RFQ must be submitted in hardcopy. Sealed envelopes containing the hardcopy RFQ can either be:

Hand Delivered or mailed to  
Rebecca Jackson, CPPO, CPPB  
Missouri Department of Transportation  
Procurement Manager  
PO Box 270  
830 MoDOT Drive  
Jefferson City, MO 65102

Sincerely,



Rebecca L. Jackson, CPPO, CPPB  
General Services Procurement Manager